



HEADQUARTERS  
WASHINGTON WING CIVIL AIR PATROL  
Auxiliary of the United States Air Force  
POST OFFICE BOX 4459  
McCHORD AIR FORCE BASE, WASHINGTON 98438-0459

1 JULY 2003

## WASHINGTON WING POLICY LETTER NO. 1

## SUBJECT: REPORTING CAPF 5 AND CAPF 91 CHECK FLIGHT RESULTS

1. Effective this date, all Check pilots administering Form 5 or Form 91 Check flights will report the results of the flights to the Wing Standardization and Evaluation Office (DOV) providing the following information regarding the pilot being checked:
  - Name
  - Rank
  - Unit
  - Type of aircraft
  - Type of flight (Form 5 or Form 91)
  - Date
  - Results whether satisfactory or unsatisfactory
  - Recommendation for Cadet Orientation Pilot
  - Recommendation for Certified Flight Instructor
  - Comments if any
2. The above information may be transmitted via Email, Facsimile or surface mail.
3. The DOV Officer will provide Check Pilots with a Current address or facsimile number for use in transmitting check ride results.
4. Check pilots will also inform each new pilot about entering their information onto the Flight Management System (FMS).
5. This letter supersedes policy letter no. 10, dated 27 September 2000.

*Roy D. Stephenson*  
ROY STEPHENSON  
Col. CAP  
Commander

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